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Approved For Release 2001/08/02 : CIA-RDP78-03991A000400050028-2

12 November 1954

MEMORANDUM FOR: Chief of Logistics

FROM : Chief, Technical Review and Policy Staff

SUBJECT : Weekly Activity Report

1. Projects and Studies in Process

a. Regulations - (continued item)

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(1) [REDACTED] Reviewed comments received from other components during formal coordination and forwarded to the Real Estate and Construction Division for further consideration of questions raised.

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(2) [REDACTED] Reviewed draft and discussed suggested changes with a representative of the Supply Division. Regulation will be revised prior to informal collaboration with other Agency components.

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b. [REDACTED] - (continued item)

A change in the basic plan makes necessary additional fact finding, revision of documents and limited re-coordination.

c. Joint Committee Survey of Printing Security Problems - (continued item)

The next meeting of the survey group is scheduled for 16 November 1954.

d. Review Check List - (continued item)

Forwarded a copy of the initial draft of a check list to be used in the review of field technical logistics activities to each Logistics Office, division and staff in order to obtain suggestions for improvement.

e. Requisitions for Printing and Reproduction Equipment - (continued item)

(1) Approved two requisitions for spirit process duplicating machines, one for use overseas and one for use in the Foreign Branch, DD/P.

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(2) Approved a requisition for a duophoto contact printer for use in [REDACTED]

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(3) Approved a requisition for a plastic etching machine for use by Technical Services Staff, DD/P.

f. Publications Survey, NIS Gazetteers - (continued item)

A meeting was held with officials of the Basic Intelligence Division, DD/I, during which agreement was reached concerning the procedure to be followed in conducting the survey.

g. Weekly Activity Reports - (new and completed item)

Furnished all IO divisions and staffs with revised instructions concerning the submission and subsequent examination of weekly activity reports. The revised distribution was effective with reports submitted 4 November 1954.

h. Office of Communications Logistics Functions - (new and completed item)

Reviewed statements of functions for the Materiel Support Branch, Office of Communications and, in collaboration with the Procurement and Supply Divisions, prepared comments thereon to the Management Staff.



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